

TEMPORARY FOOD FACILITY PERMIT APPLICATION

Submit this permit application and appropriate fee. Only complete application packages will be reviewed. Incomplete application packages will not be processed. The complete package must be submitted at least 10 working days prior to the first day of the event to allow staff time to process the application. Applications received late may not be fully processed and as a result, a permit may not be issued.

Articles 13 and 13.5 of the California Uniform Food Facilities Law (CURFFL) are attached for your information. It is the responsibility of all Temporary Food Facility (TFF) operators to know this law.

Name of Concessionaire/Club _____

Is this TFF a Nonprofit Charitable TFF (see definition)? Yes _____ No _____

Contact Person _____ Phone _____

Mailing Address _____

Event _____

Event Date(s) _____

Commissary:

Name, Address and Phone Number of the approved food facility where food is prepared and food and equipment is stored other than the Temporary Food Facility. A "Shared Food Facility/Commissary Agreement" form must accompany this application if food is stored or preparation is done anywhere other than the TFF.

Water Source: _____

Where will waste water be disposed of at end of day? _____

For Office Use Only: Fee \$ _____ REHS _____

Foods:

Foods to be Served

Cooking Procedure (fry, BBQ, etc.; on-site?)

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Ingredients

Supplier

City

Example: Tomatoes

Marin Produce

San Rafael

1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Equipment: (How are you controlling the food temps? What types of equipment?)

Cold Holding Equipment (<45°F) _____

Hot Holding Equipment (>140°F) _____

Cooking Equipment _____

Transportation Equipment _____

Distance & Length of time transported _____

Food Thermometer (Stem type 0°-220°F required) _____

Other _____

Other _____

Booth or Tent Construction / Floor Plan: In the space below, sketch a legible floor plan of the booth, including all cooking, storage, handwashing, utensil washing, waste facilities, etc. Label all equipment to be used in the operation, including BBQ facilities to be set up outside of the booth, and barrier to protect the public from the BBQ (minimum 5 foot separation from public). In addition, describe the booth or tent construction, including materials used; a clearly labeled, 3-dimensional

drawing may be used to do this. For booth construction requirements, please refer to the following sections of CURFFL (attached) and Appendix B:

- Booth handling prepackaged foods only: CURFFL §114329
- Booth handling non-prepackaged foods: CURFFL §114330

Floor Plan:



I hereby certify that I am the operator or the authorized representative of the operator of this Temporary Food Facility, and that this Temporary Food Facility will comply with the provisions of the California Uniform Retail Food Facilities Law (CURFFL).

APPLICANT SIGNATURE

DATE

Operating a Temporary Food Facility

Handwashing and **Utensil Washing** facilities must comply with the standards illustrated in Appendix "A" of this package. These are absolute minimum standards, and **failure to provide these minimum facilities will result in immediate closure of the Temporary Food Facility.**

Outdoor Cooking Requirements:

At the special event, all food preparation (including cooking) must take place within the TFF, except for the use of an open air BBQ and deep-fat fryers specifically approved by Environmental Health, under the following conditions:

- Open-air BBQ use must comply with CURFFL §113830, §§114185-114195.
- Any foods cooked on an Open-air BBQ must be cooked directly over the heat source. For instance, cooking in a pan over the heat source will not be allowed. The food must be placed directly on the grille.
- The use of a deep-fryer outdoors will be allowed only when the Fire Marshall:
 1. Prohibits the use of the deep-fat fryer within the TFF.
 2. Approves of the location of the deep-fat fryer outside of the TFF.
- The area around the outdoor cooking equipment must be secured from unauthorized access by use of roping or fencing.

Signage: The name, address, and telephone number of the owner, operator, permittee, or business shall be legible and clearly visible to patrons. The name shall be in letters at least 8 centimeters (3 inches) high and shall have strokes at least one centimeter (3/8 inches) wide, and shall be of a color contrasting with the temporary food facility. Letters and numbers for the address and telephone numbers may not be less than 2.5 centimeters (1 inch) in height.

Additional Requirements: (CURFFL §114332.4).

- No TFF will be issued a permit to operate until such time as the enforcement officer has inspected the fully constructed TFF at the site at which it will operate.
- No food handling is to take place until the booth is completely set up and all employees have washed their hands and put on clean outergarments.

Important Note: Any permit issued for a Temporary Food Facility is good for:

1. **ONLY** the time period printed on the permit
2. **ONLY** for the location printed on the permit

- In order to operate at a different location than is printed on the permit, a *separate permit* is required.

- In order to operate beyond the date printed on the permit, a *new permit* is required. This is not a permit renewal, but a new permit altogether. It is the responsibility of the operator to obtain a new permit to operate. Environmental Health Services will not send notices that a new permit is required. Operating without a current, valid permit is a violation of California State Law.

If you have any questions about these requirements, please feel free to call Environmental Health Services at (415) 499-6907.